



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF IMPERIAL  
Superior Court Human Resources Division**

939 W. Main Street, El Centro, CA 92243  
Phone (760) 482-4739 Fax (760) 482-4530 Website: <http://www.imperial.courts.ca.gov>

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Court Messenger  
**WAGE INFORMATION:** Range 158 \$1,979.33- \$2529.14  
**FILING PERIOD THRU:** Thursday, September 7, 2006

Under general supervision, this support position provides a variety of services for the Court, including, file and mail delivery functions, material or equipment transport, light maintenance, and janitorial work.

**POSITION RESPONSIBILITIES**

Responsibilities may include, but are not limited to:

- Transport and sort files and documents between court locations.
- Operate a light truck or vehicle in providing messenger delivery services between court locations and other designated areas.
- Load and unload vehicles; load, move, transport and deliver supplies, equipment and furniture; may assemble or dismantle equipment, shelves, furniture, etc.
- Maintain records documenting supply and equipment receipt and usage; keep records on vehicle maintenance and usage.
- Move forms, boxes, supplies, and equipment throughout facilities; use handcarts.
- Receive, sort, distribute, and deliver incoming and outgoing mail; run mail through postage machine; wrap packages for shipment; deliver mail to various court locations.
- Receive supplies, forms, and equipment; check for damage; store supplies.
- Perform simple repairs on furniture, building, and equipment.
- May provide janitorial services and perform other routine manual and clerical tasks.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education/Experience:** Any combination equivalent to graduation from high school and at least six (6) months of experience in a responsible courier or other support assistant position.

**The IDEAL CANDIDATE should have the following:**

**KNOWLEDGE OF:**

- California Motor Vehicle Code as it pertains to the operation of motor vehicle.
- Safety practices and techniques.
- Proper lifting techniques.
- Modern office practices and procedures.
- Proper operation of warehouse equipment such as dollies, hand trucks, pallet jacks, etc.
- Interpersonal skills using tact, patience and courtesy.
- Clerical operation related to assigned functions.
- Receiving and sorting techniques.
- Record-keeping methods and techniques.
- Numerical, alphabetical and subject matter filing systems.
- Office computer applications.
- Postal regulations, equipment and machines.

**ABILITY TO:**

- Operate a motor vehicle.
- Operate a wide variety of tools, equipment and machinery as used in postal and office operations and environments.
- Receive, sort and issue a variety of supplies and materials.
- Read, understand and explain policies and procedures.
- Prepare and maintain records, logs and filing systems.
- Perform basic arithmetic operations.

- Perform clerical duties related to assigned functions.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Use good judgment, tact, and courtesy and maintain confidentiality.
- Plan and organize work.
- Work independently with little direction.

**Other Requirements**

Valid California driver's license.

Possess and maintain a good driving record

May be required to drive personal vehicle to conduct work

**Selection Process:**

Interested individuals must submit an original Superior Court, County of Imperial employment application to the Court's Human Resources Office no later than September 7, 2006 by 5:00 PM in order to be considered.

Application can be downloaded at <http://www.imperial.courts.ca.gov/Hr.htm>

Mailing Address: Superior Court, County of Imperial  
Human Resources Department  
939 W. Main Street, El Centro, CA 92243

Court Contact: Linda Nunez at (760) 482-4739

Applications will be reviewed and those determined to be best qualified will be invited to participate in the next step of the recruitment process, which may include but is not limited to: a written examination, oral interview, supplemental questions and presentation of a simulated technical project.

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| Background Investigation: Applicants may be subjected to a thorough background investigation, which may include, inquiry into past employment, education, credit, criminal background and driving record. |
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NOTE: Pursuant to the Federal Immigration Reform and Control Act of 1986, all persons hired by the Superior Court must present at the time of hire: (1) proof of U.S. Citizenship OR (2) if a non-citizen, documentation of authorization to work in the United States.

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